

| | | | |
|-------------------------------|-------------|--|---|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 51469-2210 Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|-------------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Landlord/Tenant | 2219 | Sect II Item 2 | 2008 | 20 | | |
| | NON-MONEY JUDGMENTS | | | | | | |
| | Closed in 2008 | | | | | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
Date

Edward A. Green
State Archivist

Signature of Court Official

Title

Date

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|--|------------------------|-----------------------|--------------------------------------|-------------------|------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | <p>Criminal</p> <p>RETAIN DOCKETS PERMANENTLY</p> <p>Closed in <u>2008</u></p> | 2219 | Sec IV 2. a.b.c | 2008 | 150 | | |

Destruction Certification

Date _____

| | | | |
|-------------------------------|-------------|--|---|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 51469-2210 Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|-----------------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Traffic Traffic Cases Red Light Citations RETAIN DOCKETS PERMANENTLY Closed in 2008 | 2219 | Sec IV 2. a.b.c | 2008 | 50 | - | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
Date

Robert C. [Signature]
State Archivist

Signature of Court Official

Title

Date

| | | | |
|-------------------------------|-------------|--|---|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | S1469-2210 Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|-----------------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Criminal Municipal Infractions Civil Citations Natural Resources <i>Retain Dockets Permanently</i> Closed in <u>2008</u> | 2219 | Sec IV 2. a.b.c | 2008 | 50 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date

Edward C. [Signature]
 State Archivist

 Signature of Court Official

 Title

 Date

| | | | |
|-----------------------------------|-------------|--|--|
| District 06-02 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>51469-2210</u> Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Silver Spring | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|--|---------------------------|---------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Criminal Municipal Infractions Civil Citations Natural Resources Parking Citations Camera Speed/Red Light Citations RETAIN DOCKETS PERMANENTLY Closed in 2008 | 2219 | IV 2 a,b,c | 1/1/2008 thru 12/31/2008 | 18 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date


 State Archivist

 Signature of Court Official

 Title

 Date

| | | | |
|---|-------------|--|---|
| District 06-01 / 06-02 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 51469-2210 Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville / Silver Spring | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|-------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Civil Electronic Recording RETAIN FEBRUARY 4-8, 2008 PERMANENTLY. Closed in 2008 | 2219 | Sec II 2 | 2008 | 1 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

| | | | |
|--|-------------|--|--|
| District 06-01 / <u>06-02</u> | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>51469-2210</u> Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville / <u>Silver Spring</u> | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|---------------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Criminal Electronic Recording RETAIN FEBRUARY 4-8, 2008 PERMANENTLY. Closed in <u>2008</u> | 2219 | Sec IV 2 a.b. | 2008 | 1 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date

Edward C. T. Green
 State Archivist

 Signature of Court Official

 Title

 Date

90614

| | | | |
|-------------------------------|-------------|--|--|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>51469-2210</u> Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|-------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Personnel Records | 2219 | Sec. I 2 | 1/1/2006 thru 12/31/2006 | 1 | | |
| | Closed in 2006 | | | | | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date

Edward A. [Signature]
 State Archivist

 Signature of Court Official

 Title

 Date

| | | | |
|-------------------------------|-------------|--|--|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 51469-2210 Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|--|------------------------|------------------------|--------------------------------------|-------------------|------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Administrative General correspondence, reports, miscellaneous papers, batched non-est, batched Central PC reports, supervisory and management reports that require data sampling, materials relating to policy, administrative orders or history of court. Closed in <u>2008</u> | 2219 | Sec I 1. b, c, d | 2008 | 80 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date


 State Archivist

 Signature of Court Official

 Title

 Date

| | | | |
|-----------------------------------|-------------|--|---|
| District 06-02 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>51469-2210</u> |
| Court | Date | | |
| Montgomery County - Silver Spring | | | Forward three (3) copies to address at left. |
| County | | | |

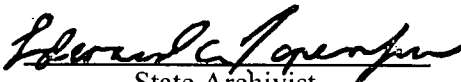
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|-----------------------|--------------------------------------|-------------------|------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Administrative Reports, correspondence, miscellaneous papers, batched Central PC reports, supervisory and management reports that require data sampling, materials relating to policy, administrative correspondence/orders or history of court. | 2219 | Sec. I 1. b,c,d | 1/1/2008 thru 12/31/2008 | 10 | | |
| | Closed in <u>2008</u> | | | | | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date


 State Archivist

 Signature of Court Official

 Title

 Date

| | | | |
|-------------------------------|-------------|--|--|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>S1469-2210</u> Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|---------------------------|--------------------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Fiscal/Accounting Cash register daily work/reports, receipts, budget reports, cancelled checks, stubs, journals, invoices, trial balance sheets, purchase orders/requisitions, check registers, inventories, fixed asset reports, supply reports, purchase orders, contracts, requisitions, Corporate credit card logs. Closed in <u>2008</u> | 2219 | Sec V 1.c 2. 3. | 2008 | 120 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
Date

Edward C. Taper
State Archivist

Signature of Court Official

Title

Date

| | | | |
|-------------------------------|-------------|--|--|
| District 06-01 | 1/3/12 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 51469-2210 Forward three (3) copies to address at left. |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

[illegible]

Destruction Certification

Date _____

| | | | |
|-------------------------------|-------------|--|-------------------|
| District 06-01 | 1/3/2012 | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>51469-2210</u> |
| Court | Date | | |
| Montgomery County - Rockville | | | |
| County | | | |

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|--|------------------------|-------------|--------------------------------------|-------------------|------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | Civil (Dismissed or Satisfied) RETAIN DOCKETS PERMANENTLY Closed in <u>2008</u> | 2219 | Sec II 2 | 2008 | 120 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/18/2012
 Date


 State Archivist

 Signature of Court Official

 Title

 Date